

DEPARTMENT: Recreation

JOB TITLE: Assistant Recreation Director

SALARY: Per Londonderry Administrative Employees Association "Unit B" Agreement
FY24: \$31,500 - \$45,500 Annually

WORK SCHEDULE: 28 Hours/week

JOB SUMMARY / SUPERVISION: Responsible for planning and delivering recreation events and programs. Acts for the Recreation Director in his/her absence.

ACCOUNTABILITY: Reports directly to and is accountable to the Recreation Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Supports the Recreation Director in the management and maintenance of recreation facilities, fields, playgrounds and parks.
- Helps define and determine recreation program offerings based on assessment of consumer needs and interests. Schedules programs and activities, determines and arranges for appropriate locations, secures required staff.
- Assists in the design, organization and implementation of large-scale and other community events, including Old Home Day, Concerts on the Commons, and parades.
- Manages use and reservation of Town facilities including the Town Common and Town Forest.
- Coordinates and provides staff support for civic programming such as Leadership Londonderry.
- Assists in the development and monitoring of departmental operating budget. Works with Recreation Director to develop individual program and activity budgets.
- Develops job descriptions for recreation staff, assists in hiring process, designs and conducts training programs for staff, and evaluates staff performance.
- Develops marketing strategies; writes marketing and public relations material for website, brochures, print and social media, and elsewhere.
- Maintains inventory of program equipment and supplies; develops manuals; drafts policy and procedure documents.
- Responds to public inquiries and complaints.
- Participates in meetings with Town boards and commissions.
- Other duties as assigned.

SUPERVISION EXERCISED: Assists the Recreation Director, as requested, in supervising the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The incumbent gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals, and procedures; resolves employee complaints and issues disciplinary actions, such as oral warnings and reprimands, in consultation and at the direction of the Recreation Director.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: Bachelor's degree in Recreation Administrator or a related field and three to five years of experience, or any equivalent combination of education and experience, to include at least one year of experience in a municipal recreation setting. CPR, AED and First Aid certifications are preferred. A valid driver's license is required. Membership in a national or state recreation and park association preferred. Facility maintenance experience is preferred.

KNOWLEDGE, ABILITY, AND SKILLS: Knowledge of the principles of recreation programming, current trends, and best practices in parks and recreation. Knowledge of recreation equipment, facilities, and program requirements for recreation activities on a community-wide scale. Comprehensive knowledge of federal, state, local laws, regulations and ordinances pertaining to the field of Recreation. Requires excellent oral, written and organizational skills to effectively interact with boards, commissions, community groups, citizens, and employees, in writing and in person. Abilities: Ability to design marketing materials and content for social media. Ability to develop and maintain effective relationships with personnel in other Town departments, consumers, and the general public. Skills: Excellent oral and written communication skills. Excellent supervisory and training skills. Excellent customer service and presentation skills. Excellent marketing skills.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to herbicides, pesticides, and other chemicals; photocopier toner, eraser fluids, printer cartridges, dirt, dust, automobile fuel and lubricants, as well as health risks associated with providing emergency medical treatment in advance of rescue personnel.

SELECTION PROCESS/APPOINTMENT: May be required to pass personal interview, professional background investigation, criminal history check, post-offer medical examination, driving record check, alcohol and controlled substance test. Town Manager makes appointment considering recommendation of the Recreation Director.

APPLICATION DEADLINE: August 18, 2023

APPLICATION PROCESS: Please submit cover letter resume and completed employment application (found on the Town website - [Employment Application](#)) via email to: hrdept@londonderrynh.org or mail to: Town of Londonderry Human Resources, 268B Mammoth Road, Londonderry, NH 03053. No phone calls or in-person applicants please.

Equal Opportunity Employer

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs:	Frequently Required
LIFT 11 to 25 lbs:	Frequently Required
LIFT 26 to 50 lbs:	Rarely Required
LIFT over 50 lbs:	Not Required
CARRY up to 10 lbs:	Frequently Required
CARRY 11 to 25 lbs:	Occasionally Required
CARRY 26 to 50 lbs:	Rarely Required
CARRY over 50 lbs:	Not Required
REACH above shoulder height:	Frequently Required
REACH at shoulder height:	Frequently Required
REACH below shoulder height:	Frequently Required
PUSH/PULL:	Occasionally Required

HAND MANIPULATION

Grasping:	Frequently Required
Handling:	Frequently Required
Torquing:	Rarely Required
Fingering:	Frequently Required

COGNITIVE AND SENSORY REQUIREMENTS

Speaking:	Required to communicate orally with others
Hearing:	Required for receiving instructions, information
Sight:	Required to perform essential job duties
Tasting:	Not Required
Smelling:	Not Required

OTHER PHYSICAL CONSIDERATIONS

Twisting:	Frequently Required
Bending:	Frequently Required
Crawling:	Occasionally Required
Squatting:	Occasionally Required
Kneeling:	Occasionally Required
Crouching:	Occasionally Required
Climbing:	Occasionally Required
Balancing:	Occasionally Required

WORK SURFACE(S)

Counter tops and desks	√
Flooring (various types)	√
Uneven surfaces	√
Sloped Surfaces	√
Snow or icy surfaces	√
Grass/Pavement	√
Vehicle Interiors	√

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

Equipment: Computer, typewriter, telephone, copier, seasonal athletic equipment, hand tools, power equipment, motor vehicles, and first aid equipment.

Environment: Inside 50% Outside 50% (Percentage spent daily)